

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Real Property Program Supervisor

Unit: Supervisory and Professional

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Job Code: D1154
Original Date: 07/2011
Last Revision: 07/2017
Staff Type: Classified
FLSA status: Exempt
Salary Range: 13

DEFINITION

Under the direction of the Vice Chancellor, Facilities Management, or assigned manager, independently administer and oversee the functions relating to the real property requirements for district programs; negotiate lease agreements; perform special studies and analyses; and prepare reports and applicable transaction documents for use, sale, lease and purchase of real property. Oversee the District's Storm Water Pollution Prevention Plan for each construction project and all aspects of legal compliance. Act as the District's authorized signatory on all storm water-related documents, including Storm Water Pollution Prevention Plans (SWPPPs), Less-Than-An Acre SWPPPs, Notices of Intention (NOIs), and Notices of Termination (NOTs).

EXAMPLE OF DUTIES

1. Independently serve as liaison between the District and federal, State, County, and City agencies for property-related matters; prepare correspondence for signature by the Board of Trustees, County Council, Chancellor, Vice Chancellor, Facilities Services, and self on matters ranging from policy to requests for information; attend related meetings as required. Serve as first contact person for rent and lease with public and private agencies and individuals; monitor and record all payments made to the District.
2. Develop, negotiate, and manage lease arrangements and agreements. Create legal documents related to property management. Coordinate and administer property management requirements for off-campus locations utilized district-wide, including processing requests for use, developing annual master lists of such locations for review and approval by the Board, and inspecting each off-campus facility annually. Coordinate and manage custodial work at sub leased-properties.
3. Interpret and process requests, attend meetings, prepare documents, and obtain legal and Board approval on matters related to joint-agency agreements, contracts, easements (resolutions, legal advertisements, deeds of dedication, legal descriptions, affidavits), rights of way, license agreements, encroachment permits, and eminent domain proceedings.
4. Review and process improvement expenditures for district office building projects controlled by the Administrative Facilities Corporation; serve as district liaison with Corporation Directors; prepare or oversee the preparation of legally-mandated Corporation reports; process documents for appointment of members to the Board of Directors; maintain financial records and serve as resource for information on Corporation.
5. Oversee the District's Storm Water Pollution Prevention Plan (SWPPP) for each construction project and ensure the filing of Notices of Intent (NOI) and Notices of Termination (NOT) and coverage under the State Water Board Storm Water Construction General Permit (GCP).
6. Ensure that contractors comply with applicable federal, state, local, and regional laws and ordinances governing discharge of storm water, including applicable municipal storm water management programs. Perform weekly inspection of construction sites and direct contractors to correct any deficiencies.
7. Sign and certify all documents placed into the State of California's Storm Water Multi Application and Report Tracking System (SMARTS).
8. Attend pre-construction meetings to organize storm water events, including regular inspections. Attend all storm water meetings and monitor progress of projects through various states.

9. Maintain liaison with District administrators, outside contractors, consultants, and construction staff. Coordinate payment for consultant services.
10. Coordinate insurance policies required for construction projects; maintain records.
11. Screen requests for non-district use of district facilities; serve as liaison between administration of pertinent district site to be used and user; prepare documents for legal approval, as required; prepare Board docket submittal.
12. Prepare analyses and recommendations on policies, procedures, and legislation as assigned.
13. Prepare reports, documentation, and correspondence related to assigned functions. Maintain various reports, records, and files and produce for review as required.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code.
- Basic accounting principles and practices.
- Commercial insurance laws and regulations pertinent to the construction industry.
- Contract law and legal terminology involved in real estate transactions.
- Correct English usage and report writing techniques.
- District organization, operations, policies, and objectives.
- Federal, State, and local laws, ordinances, codes, and regulations related to assigned functions.
- Mechanics and documentation of real property transactions.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Principles and practices of negotiation.
- Principles and practices project management and environmental reporting.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze data and information.
- Analyze situations accurately and develop effective course of action.
- Communicate effectively both orally and in writing.
- Coordinate consultant activities, including inspections, reporting, and cost parameters.
- Establish and maintain effective working relationships with others.
- Estimate project requirements and organize resources to meet goals and deadlines.
- Interpret and explain laws, rules, policies, and procedures.
- Maintain records and prepare reports.
- Operate standard office machines and equipment, including computer hardware and software.
- Prepare legal transaction documents for sale, lease, and purchase of real property.
- Prepare, support, and explain recommendations.
- Reason logically and creatively.
- Work independently with minimal supervision.

Training and Experience:

Any combination of training and experience equivalent to: an Associate's degree in real estate, business, public administration, or related field and two years of full-time paid experience in real estate, including environmental issues, escrow, land title, easements, eminent domain, insurance, or property management. Experience in environmental regulatory processes is required.

License:

Valid California driver's license.
Real Estate sales or broker license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Indoors and outdoors. Travel from site to site. May include less desirable extremes working in construction areas subject to uneven and unpaved surfaces and extremes of moisture, dust, and noise.